

**DEPARTMENT OF DEVELOPMENTAL SERVICES**  
Central Office  
460 Capitol Avenue  
Hartford, CT 06106

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**POSTING DATE:** August 1, 2011

**CLOSING DATE:** August 11, 2011

**OPEN TO:** State Employees  
**POSITION:** Chief of Fiscal/Administrative Services 2  
**POSITION #:** 00015456  
**LOCATION:** Central Office - Hartford  
**SCHEDULE:** Monday through Friday 8:30a – 5p  
Pass Days: Saturday and Sunday  
**HOURS PER PAY PERIOD:** Full-Time 80 hours

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Chief of Fiscal/Administrative Services 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title may apply for lateral transfer.

**EXAMPLES OF DUTIES**

This is a senior management position that is critical to the fulfillment of DDS' overall mission. The position reports directly to the Commissioner and oversees all budgeting, financial management and controls, rate setting / billing and audit services, general accounting including accounts payable and accounts receivable activities. The position also oversees DDS Information Technology activities. The position has a major direct impact on agency cost control activities as well as maximization of federal revenue / reimbursement. The DDS annual budget exceeds \$1 billion and this position functions as the chief financial officer for the agency and provides direction / general supervision to approximately 70 staff.

**EXPERIENCE & TRAINING**

**General Experience:** Ten (10) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting of budgeting function.

**Special Requirements:** One (1) year of the general experience must be at a managerial level. For State employees this is the level of Fiscal/Administrative Manager.

**Substitutions Allowed:** 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in Public Administration, Business Administration or Accounting may be substituted for one (1) additional year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**TO APPLY:** Please submit a fully completed **Application for Examination or Employment (CT-HR-12)** including the Position # and copies of your last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date as indicated above.

**SEND APPLICATIONS TO:**

**Department of Developmental Services—Central Office**  
460 Capitol Avenue  
Hartford, CT 06106  
**Attn: Ms. Teresa Gonzalez, Human Resources**  
**Phone: (860) 418-6122**  
**Fax: (860) 622-4955**  
**email: [teresa.gonzalez@ct.gov](mailto:teresa.gonzalez@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.